

M-3012

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☐ ☒ Is there a duplication of this series in another office or agency?
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☐ ☒ Does the series contain classified information requiring security handling?
17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☒ ☐ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept Perm. years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE
- *(Cite Law, Statute, or other reason for the retention requirement)

Authority-Wide Common Standard

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ Other

- ☒ Hold in the current files area _____ month(s)/ _____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☒ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

These files have been determined to be of historical value by the Head of Public Records Section, Georgia Archives.

26. APPROVALS

Approved	Department Records Management Officer.	Date	Approved	Legal Counsel	Date
				Wayne P Crowder	6-17-75
Approved	Division Head /Designee	Date	Approved	Division of Audit	Date
				William V. Carroll	6-17-75
Approved	Department Head /Designee	Date	Approved	MARTA Management Advisory Committee	Date
	Douglas M. Hani	6-6-75			
Approved	Records Management Analyst	Date	Approved	Department of Archives and History	Date
	Douglas M. Hani	6-6-75		Carroll Hart	6-20-75